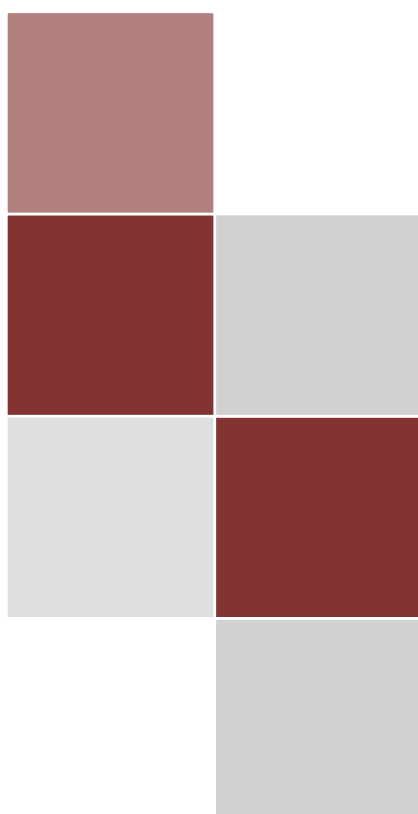




ILRI
INTERNATIONAL
LIVESTOCK RESEARCH
INSTITUTE



Guidelines and Procedures on Lone Working and “Out of Hours Working”

July 2015

People and Organizational
Development Directorate



People and Organizational
Development

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1.0 Introduction

As an employer, ILRI is responsible for ensuring, so far as is reasonably practical, the health, safety and welfare of its employees. Whilst working alone is not generally prohibited in health & safety legislation, ILRI's responsibility remains and in the absence of any specific legislation or predefined statements, every situation in which an employee works alone, should be assessed through a risk assessment.

In addition, employees have a duty to take reasonable care for their own health and safety, and for that of anyone else that may be affected by their actions.

2.0 Scope

These guidelines and procedures cover all ILRI staff in all locations, students, partners, contractors and staff hosted at an ILRI owned or managed premise.

Regional Representatives and Country Representatives are required to acquaint themselves of the appropriate guidelines in the Institute in which they are hosted and to make sure that all staff under their supervision are equally aware and adhere to them.

3.0 Aim

The aim of these guidelines and procedures is to safeguard ILRI employees, partners, visitors and contractors when working alone or in isolation.

4.0 Document Review

These guidelines and procedures will be reviewed regularly and updated as required.

5.0 Definitions

For the purpose of these guidelines and procedures, the terms "Lone and Out-of-Hours Working" are defined as:

- A situation in which an ILRI staff member, Collaborator, visitor or contractor works on his/her own in isolation outside of the normal office hours.

6.0 Examples of Lone Working

6.1 Examples of "Lone and Out-of-Hours Working" include the following, although the list below is not exhaustive:

- (i) A member of staff who spends a considerable amount of time in an office where s/he is usually the only occupant;
- (ii) A member of staff who works alone during hours when the majority of staff are not in office.
- (iii) A member of staff working on his/her own at ILRI premises during a weekend;

- (iii) A member of the cleaning staff working in an isolated building or area and not within easy reach of colleagues;
- (iv) A member of contracted ILRI staff working 'out-of-hours';
- (v) A member of staff working in an isolated area (e.g. plant room or equipment room) both within normal working hours and out-of-hours;
- (vi) A member of staff working away from their fixed base e.g. field work;
- (vii) Any member of staff walking through campus grounds in dark or poorly lit areas.

7.0 Guidelines for Staff Working Alone

- 7.1** Staff members have a legal duty to take reasonable steps to look after their own health, safety, welfare and security;
- 7.2** All instructions given to staff relating to health, safety and security must be observed; as any piece of work equipment can be a hazard. A filing cabinet drawer left open can be as damaging as a piece of unguarded machinery;
- 7.3** Staff members working alone with chemicals, biological or radioactive substances must refer to the risk assessment of the specific hazardous material. If you have any questions on the risk assessment please notify EOHS Office which is responsible for ensuring that staff members have training in handling substances as well as coordinating the relevant risk assessments.
- 7.4** Staff members who regularly work outside of normal working hours, must ensure that the area in which they work is secure against intruders and that they know the emergency exits in case of any emergency.
- 7.5** In case of an accident whilst working alone or outside of normal working hours, the relevant staff must seek assistance immediately from the Security Office at the office location.
- 7.6** 6.6 For staff with personal transport, the transport should be parked at appropriate parking area nearest to the work area to allow for easy access to and from the office when working alone.

8.0 Roles and Responsibilities

8.1 Institutional Management Committee

The Institutional Management Committee has overall responsibility for ensuring that arrangements are in place for managing the safety and security of ILRI employees, students, partners, visitors and contractors on ILRI premises. This overall responsibility cannot be delegated. However, the functions related to that responsibility are delegated to relevant staff at ILRI.

The Institutional Management Committee is responsible for ensuring that the details of the guidelines and procedures on lone working and out of hours working are implemented and that responsibilities are properly assigned, accepted and fulfilled at all levels with operational

assistance and advice from the EOHS Manager and the relevant location Security Managers and advisors.

8.2 EOHS Office

The EHOS Unit is responsible for ensuring that:

- Risk assessments for working alone at all facilities on ILRI premises are carried out with assistance from Security teams. EHOS is also responsible for providing advice on mitigations to be put in place to ensure safety and security of ILRI employees, students, partners, visitors and contractors when working alone, out of normal working hours.
- Field risk assessments are carried out to ensure lone working has been addressed and mitigations are adequate to ensure safety and security of staff working alone.

8.3 Location Security Office / Advisors

Security Officers and Advisors at ILRI premises are responsible for ensuring:

- The identification of security threats to working alone after normal working hours for all facilities at ILRI premises.
- The identification of security threats in all isolated work locations at ILRI premises.
- Advice to ILRI management on mitigation of the threats is provided.
- Establishment of a monitoring system for all staff working alone or in lone locations at ILRI premises.
- Security of all employees, students, partners, visitors and contractors while at ILRI premises.

8.4 Engineering and Facilities

The Engineering and Facilities Unit is responsible for:

- Identifying all isolated work locations at ILRI.
- Ensuring all these locations are fitted with devices that allow staff to easily contact security when necessary and for staff working alone to be easily monitored by Security.

8.5 Line Managers

EHOS will work with line managers to:

- Ensure that a Risk Assessment has been carried out on the situation or work activity in question.
- Ensure all appropriate control measures are put into place to safeguard the health, safety and welfare of those working alone.
- Decide if any training is required to enable the lone worker to work safely.
- Make certain that the person is medically fit and suitable to work alone, or in the case of disability, consider what adjustments and adaptations might be necessary.

- Decide how the person will be supervised if working alone.
- Put in place procedures to cover a situation where the lone worker becomes ill, has an accident, has to cope with an emergency, or has to deal with an intruder.
- Consider what aids and technology might reduce the risks.
- Provide all necessary equipment and safety information appropriate to the situation.

8.6 Staff working Alone

Staff members working on their own have the responsibility of ensuring that they:

- Take reasonable care for their own health and safety and that of anyone that will be affected by them working alone.
- Notify their respective line manager when they plan an activity or work that would require working alone.
- Ensure that a risk assessment of the proposed lone work is completed and they have reviewed and understood the risks and mitigation plan.
- Notify location security staff - if they are working in a country covered by ILRI security staff
- In cases where there are no ILRI security staff, the country representative is responsible for ensuring that a monitoring system is in place for staff working alone